



# RLC 1-21

DTS Instructions  
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# RLC DTS Setup



- STUDENTS WILL NOT BE ALLOWED TO CHECK IN IF THEY DO NOT BRING A COPY OF THEIR SIGNED DTS AUTHORIZATION
- RLC is a unique course requiring your DTS authorization to be completed in a specific way. This will alleviate completely changing the itinerary in the voucher.
- Ensure you begin and end your trip at your duty station and input the following for your multiple destinations.
- Use the following when inputting your itinerary. Select **Morning** for all your times that follow your initial departure from your duty station. For departure upon graduation each BN knows what works best for their schedule, input a time as necessary.
- The only flights needed to be booked through DTS are your flight to the course and your flight back to your unit.
- **OUT OF STATE STUDENTS:** You will be required to arrive on 26 FEBRUARY 2021, in order to conduct a (10 Day) ROM period inside of the 52 Area.



# RLC DTS Authorization Locations



1. Phase I: Camp Pendleton, CA (1)
    - March 8th through March 28th 2021
    - Feb 26nd through March 28th 2021 (OUT OF STATE STUDENTS ONLY)
  2. Phase II: MCAS Yuma, AZ (Mode of travel: Other)
    - March 28th through April 15th 2021
  3. Phase III: MCB Hawaii, HI (Mode of travel: Other)
    - April 15th – May 5th 2021
  4. Phase IV: Camp Pendleton, CA (2)
    - May 5th - 7th 2021 (Grad date is May 7th)
- (Skip Booking for Lodging) when entering the reservations tab.
  - Rental vehicles are NOT authorized during Phase II or III due to COVID.
  - Purpose: Training
  - Description: State “Reconnaissance Leader Course 1-21”



# DTS Entitlements



- When at the “EXPENSES” tab click “PER DIEM ENTITLEMENTS” Using the dates below, adjust Camp Pendleton (1) phase in the following manner.
  1. Phase I: Camp Pendleton, CA
    - A. Toggle off “Group similar days” to expand all travel days.
      1. March 8th through March 28th 2021
      2. Under “Meals” Check “AVAILABLE” and CHECK “BREAKFAST, LUNCH AND DINNER”
        - A. Camp Pendleton based units (1st Recon / RTC) will not receive funding from TECOM for GMR while at Pendleton due to the course beginning on their primary duty station location. (Click Special Meal Rate for \$0.00).
      3. Duty Conditions click
        1. “QUARTERS AVAILABLE”
        2. Training Type: Scroll to “Active Duty Training”
        3. Click “Quarters and Meals” Available
      4. Lodging: \$0.00



# DTS Entitlements

## CAMP PENDLETON



### Adjust Per Diem Amounts

Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range \*

03/08/2021 - 03/28/2021

#### Meals

[Hide Options](#)

Specify whether any meals are available at your TDY location.

☐ Receive Full Meal Rate

☒ Meals Available at TDY Location

Select Available Meals

☐ Government Meals Provided at TDY Location

☒ Breakfast

☒ Lunch

☐ Occasional Meals Required

☒ Dinner

☐ Special Meal Rate

LODGING COST (Locality rate: \$181.00)

\$ 0.00

[Currency Converter](#)

M&IE COST (Locality rate: \$71.00)

\$53.25

[Currency Converter](#)

[Cancel](#)

[Save Adjustments](#)



# DTS Entitlements



- When at the “EXPENSES” tab click “PER DIEM ENTITLEMENTS” Using the dates below, adjust Yuma phase in the following manner.
  - 2. Phase II: MCAS Yuma, AZ
    - A. Toggle off “Group similar days” to expand all travel days.
      - 1. March 28th through April 13th 2021
      - 2. Under “Meals” Check “Receive Full Rate”
        - a. Due to field conditions no matter what you check it will be \$0.00 for Per Diem
      - 3. Duty Conditions click
        - a. “Field Conditions”
        - b. Training Type: leave blank
      - 4. Set Lodging: \$0.00
    - B. April 14th 2021 Edit:
      - a. Meals: Receive Full Rate
      - b. Training Type: Scroll to “Active Duty Training”, Select “Quarters.”
      - c. Set Lodging to \$50.00 for MCAS Yuma billeting. To stage for movement to MCBH, HI



# DTS Entitlements YUMA



## Adjust Per Diem Amounts

Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range \*

 03/28/2021 - 04/13/2021



### Meals

[Hide Options](#) ▾

Specify whether any meals are available at your TDY location.

☒ Receive Full Meal Rate

☐ Meals Available at TDY Location

☐ Government Meals Provided at TDY Location

☐ Occasional Meals Required

☐ Special Meal Rate

LODGING COST (Locality rate: \$96.00)

\$ 0.00

[Currency Converter](#)

M&IE COST (Locality rate: \$55.00)

\$55.00

[Currency Converter](#)

[Cancel](#)

[Save Adjustments](#)



# DTS Entitlements YUMA



## Adjust Per Diem Amounts

Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range \*

04/14/2021 - 04/14/2021



### Meals

[Hide Options](#)

Specify whether any meals are available at your TDY location.

☒ Receive Full Meal Rate

☐ Meals Available at TDY Location

☐ Government Meals Provided at TDY Location

☐ Occasional Meals Required

☐ Special Meal Rate

LODGING COST (Locality rate: \$96.00)

\$ 50.00

[Currency Converter](#)

M&IE COST (Locality rate: \$55.00)

\$55.00

[Currency Converter](#)

[Cancel](#)

[Save Adjustments](#)



# DTS Entitlements



- When at the “EXPENSES” tab click “PER DIEM ENTITLEMENTS” Using the dates below, adjust MCB Hawaii, HI phase in the following manner.
  3. Phase III: MCB Hawaii, HI
    - A. Toggle off “Group similar days” to expand all travel days.
      1. April 15th – May 5th 2021
      2. Under “Meals” Check “Receive Full Rate”
      3. Duty Conditions click
        - a. “Quarters Available”
        - b. Training Type: leave blank
      4. Set Lodging: \$0.00
    - B. See Comments to Approving Official for justifications.



# DTS Entitlements HAWAII



## Adjust Per Diem Amounts



Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range \*

 04/15/2021 - 05/05/2021



### Meals

[Hide Options](#) ▾

Specify whether any meals are available at your TDY location.

☒ Receive Full Meal Rate

☐ Meals Available at TDY Location

☐ Government Meals Provided at TDY Location

☐ Occasional Meals Required

☐ Special Meal Rate

LODGING COST (Locality rate: \$177.00)

\$ 0.00

[Currency Converter](#)

M&IE COST (Locality rate: \$149.00)

\$149.00

[Currency Converter](#)

[Cancel](#)

[Save Adjustments](#)



# DTS Entitlements



- When at the “EXPENSES” tab click “PER DIEM ENTITLEMENTS” Using the dates below, adjust Camp Pendleton (2) phase in the following manner.
- 4. Phase IV: Camp Pendleton, CA
  - A. Toggle off “Group similar days” to expand all travel days.
    - 1. May 5th - 7th 2021 (Graduation Day is May 7th)
    - 2. Under “Meals” Check “AVAILABLE” and CHECK “BREAKFAST, LUNCH AND DINNER”
      - 1. Camp Pendleton based units (1st Recon / RTC) will not receive funding from TECOM for GMR while at Pendleton due to the course beginning on their primary duty station location. (Click Special Meal Rate for \$0.00).
    - 3. Duty Conditions click
      - 1. “QUARTERS AVAILABLE”
      - 2. Training Type: Scroll to “Active Duty Training”
      - 3. Click “Quarters and Meals” Available
    - 4. Lodging: \$0.00



# DTS Entitlements

## CAMP PENDLETON (2)



### Adjust Per Diem Amounts

Select a date or date range to adjust the lodging and M&IE per diem rates for your trip.

Adjustment Date Range \*

05/05/2021 - 05/07/2021



#### Meals

[Hide Options](#)

Specify whether any meals are available at your TDY location.

☐ Receive Full Meal Rate

☒ Meals Available at TDY Location

☐ Government Meals Provided at TDY Location

☐ Occasional Meals Required

☐ Special Meal Rate

#### Select Available Meals

☒ Breakfast

☒ Lunch

☒ Dinner

LODGING COST (Locality rate: \$181.00)

\$ 0.00

[Currency Converter](#)

M&IE COST (Locality rate: \$71.00)

\$71.00

[Currency Converter](#)

[Cancel](#)

[Save Adjustments](#)



# DTS Entitlements



- By following the above guidelines the break down should reflect:
  1. Phase I: \$19.05 per day (1<sup>st</sup> Recon/ RTC will not rate due to PDS)
  2. Phase II: \$0 per day
    - a. One Night in MCAS Yuma Lodging: \$50.00/ M&IE: \$55.00.
  3. Phase III: \$149 per day
  4. Phase IV: \$19.05 per day (1<sup>st</sup> Recon/RTC will not rate due to PDS)
    - a. Do not modify the travel day, IE date leaving unit, date returning, and flight dates during the class.
    - b. Your First and last Travel Day will reflect 75% of allowed M&IE rate.
    - c. Traveling from one TDY location to another you will receive the following day Per diem.

**Note: Schedule Partial Payments (SPP) due to course length exceeding 45 days.  
(See next slide)**



# Schedule Partial Payments



## SCHEDULED PARTIAL PAYMENTS (SPP)

[Cancel SPP](#)

Available for trips more than 45 days, SPPs are automatically calculated and allow you to receive partial reimbursement before your trip is complete. Payments will be made every 30 days for estimated expenses.

✔ SPP's requested		
PAYMENT 1 03/08/2021 - 04/06/2021 <a href="#">Show Details</a> ▼	STATUS Scheduled	AMOUNT \$470.20
PAYMENT 2 04/07/2021 - 05/06/2021 <a href="#">Show Details</a> ▼	STATUS Scheduled	AMOUNT \$3175.05

Note: Amounts will vary depending on student origin and permanent duty station.



# Other Auths and Pre Audits

- Other Authorizations
  1. Click “Add Other Authorization”
  2. Select **Variations authorized.** , Then “Add Selected”.
    - a. This will make changes in location by date and mode of travel throughout the course easier on the voucher.
  3. Schedule Partial Payments (SPP) due to course length exceeding 45 days.
    - Field Conditions and Variations Authorized Comments: Approved, see comments to approving official.
- Pre-Audit
  - A. Lodging Not Used:
    1. Camp Pendleton, CA: **L5 – Military Lodging**
    2. MCAS Yuma, AZ: **L2 – Mission Requirements**
    3. MCB Hawaii, HI: **L5 – Military Lodging**
  - B. Use comments to Approving Official for justification.
- Screen shots on following slides
  - The following slides depict a screen shot for each phase in order as they will occur. Listed at the top is the location. Ensure all dates for the specific location reflect the same entitlement as depicted by the screenshots.



# Other Authorizations

## Other Authorizations

[+ Add Other Authorization](#)

The following are the additional authorizations that were selected based on the trip details. Enter comments to your Approving Official below.

### FIELD CONDITIONS

#### FIELD CONDITIONS

##### Comments

Reconnaissance Leader Course students are under field conditions during training in the Barry M. Goldwater training area.

121/1879

[Cancel](#)

[Save](#)

### VARIATIONS AUTHORIZED

#### VARIATIONS AUTHORIZED

[Remove](#)

##### Comments

Reconnaissance Leader Course students are under field conditions during training in the Barry M. Goldwater training area.

121/1879

[Cancel](#)

[Save](#)



# DTS Voucher



## Comment to approving official:

Reconnaissance Leader Course (CID M10NAN2) is an approved formal Training Command POI with course execution taking the instructors and students from Camp Pendleton, CA to Wellton, AZ Barry M. Goldwater training area. The course spends one night in MCAS Yuma for our MIL Air flight to Pearl Harbor Hickam AFB, HI. The course returns to Camp Pendleton, CA at the completion of training. This course scheme of maneuver has been approved from Training Command.



# DTS Issues



Detaching Endorsement will be provided from the SOI (W) regiment showing that there is cost to the government. Follow these directions to a “T” for RLC 1-21, they have been vetted at TECOM, and are WWT funded as long as the authorization was completed with the WWT Funding Letter attached with SNM listed on the Funding Letter.

We ask that Units Approving Officials reach out to RLC Staff for questions regarding DTS questions.

The comments to approving official is a statement from the SNCOIC to the Unit Approving Official to depict the course scheme of maneuver. Training Command G8 is aware our POI supports offsite training. From RLC 2019 POI “The offsite location is designed to simulate an unfamiliar environment in which a Reconnaissance Marine will operate in”.

RLC Students, please don’t just put “meals available” for the entire course and change on the back end. Do an honest voucher that depicts the actual cost of the DTS orders rather than surprising TECOM with a voucher astronomically higher than the authorization.



# POC



For any question regarding your DTS please contact:

RLC SNCOIC

GySgt Hausmann, Jack

Work- 760-763-7184

RLC Course Chief

SSgt Trujillo, Adrian

Work 760-763-7184